

APPENDIX B

INDUSTRY CARRIERS COMPATIBILITY FORUM
PROCEDURES FOR THE
VOLUNTARY RETURN OF CARRIER IDENTIFICATION CODES TO
NORTH AMERICAN NUMBERING PLAN ADMINISTRATION

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1.0 GENERAL

- 1.01 This document provides recommended procedures for use by entities voluntarily returning one or more assigned Carrier Identification Codes (CICs) to North American Numbering Plan (NANP) administration. These recommended procedures were developed through consensus at the Industry Carriers Compatibility Forum (ICCF) in an effort to increase the pool of available CIC(s) and to supplement the ICCF-developed "CIC Assignment Guidelines".
- 1.02 When this document is reissued, the reason will be explained in this paragraph.

2.0 ENTITY NOTIFICATION TO NANP ADMINISTRATION

- 2.01 When an entity decides to return one or more assigned CICs to the resource pool, that entity will notify NANP administration in writing. The notification should include, at a minimum, the following information:
- CIC(S) to be returned
 - List of Local Exchange Carriers (LECs) in which the CIC may currently be active
 - Estimated start date for negotiations with LECs
 - List of other entities that would be affected by return of the CIC(s)

3.0 NANP ADMINISTRATION INITIAL NOTIFICATION

- 3.01 Upon receipt of written notification from the entity, NANP administration will review the Entity Access/Usage Reports and LEC Access/Usage Reports to verify CIC status. NANP administration will attempt to identify any other LECs which may be affected by return of the CIC(s).

NANP administration will notify the entity of any discrepancy between the entity's list of involved LECs and result of NANP administration verification of LEC reports.

- 3.02 Upon completion of the verification process, NANP administration will inform affected parties that it has received notification of an entity's offer to begin discussion on return of a CIC.

NANP administration will use the monthly CIC assignment report to keep the LECs informed of CIC return activity.

- 3.03 If NANP administration and the entity determine that the CIC is unused, NANP administration will advise the LECs that the code has been returned.

4.0 LEC AND ENTITY NEGOTIATIONS

- 4.01 Once NANP administration is notified, the entity will contact the LEC(s) to identify all aspects of reclamation planning. These plans may be LEC specific or may include multiple LECs depending on the CIC involved.

4.02 The entity will provide a written status report to NANP administration that includes:

- Estimated date that negotiations will be complete
- Target return date for the CIC(s)
- Final return date
- LEC contact information

The first report is to be provided within 60 calendar days following the estimated start date for negotiations with LECs as defined in 2.01 above.

Subsequent reports are to be provided every 30 calendar days thereafter.

- 4.03 If the reclamation planning results in the entity's determination that the CIC(s) **will not be returned**, NANP administration must be notified in writing by the entity that the code will not be returned and may provide the reasons why.
- 4.04 If the reclamation planning results in the entity's determination that the CIC(s) **will be returned**, NANP administration must be notified in writing by the entity that the code(s) will be returned and specify the final return date for the CIC(s).
- 4.05 If a status report has not been received as defined in section 4.02 above, NANP administration will contact the entity to determine the status.

5.0 NANP ADMINISTRATION NOTIFICATION

- 5.01 **CIC RECOVERABLE** - After NANP administration has been notified in writing as specified in 4.04 that all involved parties have reached agreement, NANP administration will issue a **CIC Reclamation Confirmation Notice**. This notice will include a proposed start and completion date for the overall reclamation of the CIC(s) based on the information provided in the written notification in 4.04.
- 5.02 NANP administration will monitor the reclamation project to ensure progress is continuing toward completion.
- 5.03 **CIC NOT RECOVERABLE** - If NANP administration has been notified in writing per 4.03 that no agreement has been reached of the CIC(s) recovery, NANP administration will contact the involved parties to offer assistance to resolve the outstanding issues.

If the issues remain unresolved, NANP administration will notify all involved parties that the recovery effort will not be completed.

If the issues are resolved, NANP administration must be notified in writing as specified in 4.04.

6.0 LEC AND ENTITY ACTIVITIES

- 6.01 Upon receipt of the CIC Reclamation Confirmation Notification and the target completion date from NANP administration, the involved parties will initiate the necessary internal and external activities to facilitate return of the CIC(s).

- 6.02 Upon completion of the reclamation project, the entity will notify the NANP administration in writing that all work is complete.

7.0 NANP ADMINISTRATION COMPLETION NOTIFICATION

- 7.01 Upon notification in writing from the entity that all work has been completed, NANP administration will advise the involved parties that the reclamation of the CIC(s) is complete. This information will also be available to the LECs in the monthly CIC assignment report.

OVERVIEW OF VOLUNTARY CIC REPORT PROCESS